

Checklist - Have you answered questions 1-30?

Required attachments—Submit in the following order

1. ___ **Signed Assurance Form.**
2. ___ **Fiscal Sponsor letter (if applicable).** If using a fiscal sponsor, submit a letter, signed by the Board Chair or legally authorized representative, stating their organization's intent to act as your fiscal sponsor for the project and any fee associated with that service.
3. ___ **Letter(s) of partner commitment.** Each community partner listed should briefly describe their goals, role, and responsibilities for the project, including their commitment of any matching dollars, in-kind donations, and/or market-value (only for in-kind used as income.)
4. ___ **Board members.** Submit the names and primary affiliations of the applicant's board of directors or trustees. (If the applicant is an individual, submit names and primary affiliations of the community partner or fiscal sponsor as applicable.)
5. ___ **IRS letter of determination** for tax-exempt status (either applicant, community partner, or fiscal sponsor as applicable)
6. ___ **Copy of Certificate of Incorporation,** State of Texas.
7. ___ **Resumes or bios** of all key artistic personnel describing qualifications.
8. ___ **Financial documentation.** Submit your most recently completed certified audit by an independent auditor. If your organization does not have a certified financial audit, provide a copy of an internally prepared financial statement or a copy of your most recent signed Form 990. If the applicant is part of a larger institution, send the applicant organization's budget, not the larger institution's. **Also, if a match is required, include letters of financial commitment from all committed, contributing entities.**

Additional attachments that can be considered

1. ___ A small selection of supporting documents, such as publicity materials, reviews, listings of events and/or activities, resumes, slides, audio cassettes, video tapes, or DVD's, as you judge useful for us to understand your request. Provide a brief description of the documents, including how documents relate to the proposed project, if possible. Organize and cue your submissions accordingly, in priority order.

ASSURANCE FORM

At the time of application, the partnership assures that

1. The activities and services for which financial assistance is sought will be administered by the applicant organization.
2. It will comply with existing local, state and federal laws that prohibit discrimination based on race, color, national origin, age, sex, sexual preference, or disability in accordance with the Americans with Disabilities Act of 1990.
3. It will include in all published materials and announcements regarding funded activities, an acknowledgement that the activities are "supported (in part) by the City of San Antonio
4. It is not knowingly fostering, encouraging, promoting, or funding any project, production, workshop and/or program that includes obscene material as defined in Section 43.21, Penal Code of Texas.
5. It will maintain auditable financial records reflecting generally accepted accounting standards related to their overall activities, submit itemized reports or expenditures as required by established City procedures, and submit timely reports reflecting the progress made in achieving the approved goals and objectives of the recipients.

Authorizing Individual for Artist/Organization

Authorizing Individual for Community Partner

Date

Date